



**Request for Pre-qualification for Prime Engineering Consultant Services on Highway, Bridge and Planning Projects:**

**Service Categories:**

**Grading (incl. GBC, ACP)**

**ACP (incl. GBC)**

**Culverts & Standard Bridges**

**Major Bridges**

**Planning**

**Closing Date:**           **Pre-qualification is open year round**

**Submission Address**           [trans.rfp@gov.ab.ca](mailto:trans.rfp@gov.ab.ca)

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## PRE-QUALIFICATION REQUIREMENTS

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## SECTION 1 - INTRODUCTION

- .1 Alberta Transportation and Economic Corridors (“the Department”) is accepting submissions from consulting engineering firms interested in pre-qualifying for the provision of Highway and Bridge planning, design and construction contract administration Services as “Prime Consultant” for projects throughout Alberta in any or all of the following categories (details of each category shown at end of Section):
  - .1 Grading (incl. GBC, ACP);
  - .2 Asphalt Concrete Paving (ACP), including Granular Base Course (GBC);
  - .3 Culverts and Standard Bridge Structures; or
  - .4 Major Bridge Structures.
  - .5 Planning
- .2 A description of Alberta Transportation and Economic Corridors’ requirements for each service may be found in the “Engineering Consultant Guidelines for Highway, Bridge and Water Projects”, Volumes 1 and 2, available on the Department’s website, as follows:  
  
<https://www.alberta.ca/volume-1-design-and-tender.aspx>  
  
<https://www.alberta.ca/volume-2-construction-contract-administration.aspx>
- .3 Only firms intending to offer “Prime Consultant” Services in these categories of work need respond to this call.
- .4 The Department may develop lists of priority highway, bridge and planning projects and circulate these lists to Consultants pre-qualified in applicable service categories through a Request for Expression of Interest (RFEI) process. The Department utilizes the information from the Consultants’ responses to the RFEI in the development of short lists for the Request for Proposal (RFP) process. Generally, three pre-qualified firms are short listed and requested to submit proposals for a given project.
- .5 The Department may also advertise RFPs open only to Consultants pre-qualified in applicable service categories. If more than one pre-qualification category is specified in the RFP, the Consultant team must be pre-qualified in all specified service categories for the project. Proposals that do not meet this requirement will be rejected.

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- .6 The Department reserves the right, at its discretion, to procure services without using this list.

**HIGHWAY GRADING AND SURFACING**

Category of Work	Work Description
<p><b>Grading (incl. GBC, ACP)</b> – projects involving planning, design and/or construction of new segments of highway, widening of an existing highway, and may include significant intersection or other roadway improvements. Typically, Grading projects include significant measurable quantities, such as excavation.</p> <p>Grading pre-qualification requires pre-qualification in ACP (incl. GBC).</p>	<ul style="list-style-type: none"> <li>a) Design - Assessment, Planning, Preliminary Engineering, Detailed Design Services, including the setting of horizontal and vertical alignments, setting haul balance points, highway cross sectional elements, assess the sight distance, selection of embankment material, preparation of design drawings, drainage, traffic accommodation, utility and environmental plans, and intersection design.</li> <li>b) Contract Tendering – includes preparation of cost estimates and tender package for public tendering using Department and project specific specifications, cost estimates, plans, and drawings.</li> <li>c) Construction Contract Administration – on-site engineering services for highway construction including environmental management, quality management, record documentation, survey and volume determination, cost control and reporting, and inspection services for compliance with drawings, standards and specifications.</li> </ul>
<p><b>ACP (incl. GBC)</b> – projects involving rehabilitation of existing highways. This may include minor intersection or other roadway improvements.</p>	

**CULVERTS, STANDARD & MAJOR BRIDGE STRUCTURES**

Category of Work	Work Description
<p><b>Culverts</b> – Bridge-size culverts are defined as having an equivalent diameter of 1500 mm or more.</p> <p><b>Standard Bridges</b> – Standard bridges are built using the Department’s standard plans. These bridges are suited for non-complex site conditions. Timber and short span concrete bridges are examples of standard bridges.</p>	<p>a) Assessment, Planning, Preliminary Engineering, Detailed Design – for new construction or rehabilitation/ maintenance of existing structures. Includes determination of hydrology, hydraulics, structure sizing, foundation design, structural design, material selection, fish passage design, and erosion and sediment control design using relevant codes, environmental standards, current Department standards, specifications, and recognized engineering practices.</p> <p>b) Contract Tendering – includes preparation of cost estimates and tender package for public tendering, using Department and project specific specifications, cost estimates, plans, and drawings.</p> <p>c) Construction Contract Administration – includes on-site engineering services for culvert and/or bridge projects, including environmental management, quality management, record documentation, survey and volume determination, cost control and reporting, and inspection services for compliance with drawings, standards and specifications.</p>
<p><b>Major Bridges</b> – A major bridge is a bridge that does not fit the standard bridge category due to the length and height requirements for the bridge or other site conditions. Major bridges are typically built from site-specific drawings, but can also be built from standard drawings (e.g. standard bridge with composite cast-in-place deck). Typically major bridges are river crossings, highway interchanges or railway crossings and may comprise truss bridges, steel girder bridges, longer span concrete bridges or large or complex culverts.</p>	

**PLANNING**

Category of Work	Work Description
<p><b>Planning Studies</b> – including Interchange, Bridge Planning, Functional (i.e., new alignment, realignment, twinning, multi-lane, widening, roundabout, bypass), Corridor (Urban or Rural), Location (including conceptual), Network (provincial/regional interest -technical i.e., Oversize/Overweight)</p>	<p>May include the following:</p> <ul style="list-style-type: none"> <li>a) Functional plans &amp; profiles,</li> <li>b) Evaluation of configurations/concepts,</li> <li>c) Geometric improvements,</li> <li>d) Appurtenances,</li> <li>e) Safety analysis,</li> <li>f) Multiple accounts evaluation,</li> <li>g) Information gathering/analysis,</li> <li>h) Access management,</li> <li>i) ROW requirements including IOP (Individual Ownership Plan),</li> <li>j) Crown land reservations,</li> <li>k) Geotechnical review,</li> <li>l) Environmental review,</li> <li>m) Permit requirements,</li> <li>n) Waterway hydrology,</li> <li>o) Utility review,</li> <li>p) Mapping,</li> <li>q) Historical assessments,</li> <li>r) Indigenous notification,</li> <li>s) Stakeholder information and engagement,</li> <li>t) Public/Indigenous information sessions,</li> <li>u) Presentations to senior executives and elected officials,</li> <li>v) Detailed predesign project mosaic.</li> </ul>

**END OF SECTION**

## SECTION 2 - TERMS AND CONDITIONS

### 1. TERMS AND CONDITIONS

- .1 The Terms and Conditions set out in this section form part of this Request for Pre-Qualification and remain in effect for the term that a Consultant is pre-qualified in an applicable service category.
- .2 Proponents, by submitting a pre-qualification Submission, are deemed to have accepted the Terms and Conditions.

### 2. TERMINOLOGY

Throughout the Request for Pre-Qualification, terminology is used as follows:

- .1 "Consultant" means the legal entity pre-qualified in an applicable service category.
- .2 "Department" means His Majesty the King in right of Alberta as represented by the Minister of Transportation and Economic Corridors or his duly authorized representatives.
- .3 "must", "required", "shall" means a requirement that must be met in a substantially unaltered form in order for the Submission to receive consideration.
- .4 "Personal Information" means recorded information about an identifiable individual, including:
  - .1 the individual's name, home or business address or home or business telephone number;
  - .2 the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
  - .3 the individual's age, sex, marital status or family status;
  - .4 an identifying number, symbol or other particular assigned to the individual;
  - .5 the individual's fingerprints, blood type or inheritable characteristics;
  - .6 information about the individual's health and health care history including information about a physical or mental disability;
  - .7 information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;



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- .8 anyone else's opinions about the individual; and
- .9 the individual's personal views or opinions, except if they are about someone else.
- .5 "Proponent" means a legal entity responding to the Request for Pre-Qualification.
- .6 "Request for Pre-Qualification," means a solicitation for pre-qualification including appendices, if any.
- .7 "Subconsultant" means a person or firm with whom the Consultant enters into a contract to perform part of the Services.
- .8 "Submission" means the Proponent's response to the Request for Pre-Qualification and includes all the Proponent's attachments and presentation materials.
- .9 "Services" means the materials, work, functions, duties, tasks and responsibilities to be provided by a Consultant as described in a contract.
- .10 Headings are used for convenience only, and they do not affect the meaning or interpretation of the clauses.
- .11 Words in the singular include the plural and vice versa.

### **3. REQUEST FOR PRE-QUALIFICATION CLOSING**

- .1 Pre-qualification is open year round and submissions are accepted at any time.

### **4. REQUEST FOR PRE-QUALIFICATION SUBMISSION**

- .1 Only one submission per consulting firm or corporate entity will be accepted per category. Submissions may include multiple categories of interest.
- .2 Consultants looking to be pre-qualified as prime consultant in a service category may not include key team members from another pre-qualified Consultant in the same category.

### **5. REQUEST FOR PRE-QUALIFICATION EXPENSES**

- .1 No payment will be made by Alberta Transportation and Economic Corridors for costs incurred in the preparation or submission of a pre-qualification Submission or for costs incurred in providing clarification information or preparation or attendance at interviews or Proponent presentations.

**6. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The Proponent acknowledges that:

- .1 The FOIP Act applies to all information and records relating to, or obtained, generated, created, collected or provided under, the Request for Pre-Qualification, RFEI, RFP or the Contract and which are in the custody or under the control of the Department. The FOIP Act allows any person a right of access to records in the Department's custody or control, subject to limited and specific exceptions as set out in the FOIP Act; and
- .2 The Proponent, if it considers portions of its Submission to be confidential, shall identify those parts of its Submission to the Department considered to be confidential and what harm could reasonably be expected from disclosure. The Department does not warrant that this identification will preclude disclosure under the FOIP Act.
- .3 The purpose of collecting Personal Information for the Request for Pre-Qualification is to enable the Department to ensure the accuracy and reliability of the information, to evaluate the Submission, and for other related program purposes of the Department. Authority for this collection is the Government Organization Act (Alberta), as amended from time to time and section 33 (c) of the FOIP Act. The Proponent may contact the inquiries contact identified on the cover of the RFP regarding any questions about collection of Personal Information pursuant to the RFP.

The Proponent consents, and has obtained the written consent from any individuals identified in the Submission, to the use of their Personal Information in the Submission by the Department, the Department's employees, subcontractors and agents, to enable the Department to evaluate the Submission and for other program purposes of the Department. The Proponent must provide those written consents within two (2) Business Days of a request by the Department to do so.

**7. ACTS AND REGULATIONS**

- .1 The Proponent acknowledges and is responsible for complying with all the applicable Acts, Statutes and Regulations in Alberta including Lobbyists Act, FOIP Act, Conflicts of Interest Act, and Workers' Compensation Act.

**8. SUBMISSION EVALUATION**

- .1 Proponents are deemed to understand and agree that the Submissions submitted by them will be evaluated against the evaluation criteria in the Request for Pre-Qualification by the evaluation team, according to the evaluation team's sole and best judgment and discretion, to determine whether the Proponent meets the qualification requirements of the category of service.
- .2 Subject to the requirements of FOIP, such ratings shall be confidential, and no totals or scores of such ratings shall be released to any party.
- .3 Any Submission considered by the evaluation team to be unacceptable in any of the evaluation criteria may be disqualified and may not be considered for further evaluation at the sole discretion of the Department.
  - .1 Pre-qualification of firms will be at the sole discretion of Alberta Transportation and Economic Corridors. The Department reserves the right to deny pre-qualification of firms with inadequate credentials or due to unsatisfactory past performance.

**9. NOTIFICATION OF RESULTS**

- .1 The Department will endeavour to notify Proponents of their classification status within two months. Any required clarifications, interviews or presentations may extend the timeframe for notification.

**10. CLARIFICATION INFORMATION, INTERVIEWS AND PRESENTATIONS**

- .1 At any time during the evaluation process, the Department may ask the Proponent to clarify statements made in its Submission. Following receipt and evaluation of the response from a Proponent, the Department may modify the evaluation score.
- .2 If interviews or Proponent presentations are held:
  - .1 the interviews or Proponent presentations will take place at a place and time determined by the Department,
  - .2 the Department will notify Proponents of the interview or Proponent presentation date, time and location no later than three (3) Business Days prior to the scheduled interview, and
  - .3 representatives of the Proponent's firm, the Proponent's team lead for the project, and key personnel designated by the Proponent, including major Subconsultants, will be required to attend.

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- .3 Following receipt of clarifying information, and interviews or Proponent presentations (if any), the Evaluation Team may modify their initial evaluation scores to reflect the clarifying information.

### **11. REFERENCES**

- .1 The Department may conduct reference checks of Proponents or their proposed resources. The Department may contact references, including references other than those submitted by the Proponent. Following the reference checks, the Evaluation Team may modify their initial evaluation scores to reflect the clarifying information.

### **12. PROPONENT DEBRIEFING**

- .1 The Department will debrief a Proponent who responded to the Request for Pre-Qualification, at the written request received by the Department after notifying the Proponent of the pre-qualification decision.
- .2 The purpose of the debrief is to provide the Proponent with the opportunity to understand the strengths and weaknesses of their Submission. The Department applies its best endeavours to share meaningful feedback with Proponents.

### **13. RE-SUBMISSION OF DOCUMENTS**

- .1 Unsuccessful Proponents may reapply for prequalification once the deficiencies in their statement of qualifications have been rectified.
- .2 Re-submission of pre-qualification documents will not be considered unless there is a significant material change in the status of the firm (e.g. corporate merger, addition of key staff, or gaining of relevant project experience).

### **14. CONTRACTING WITH DEPARTMENT**

- .1 If successful on a future procurement, Consultants will be required to sign an Alberta Transportation and Economic Corridors consulting services contract prior to commencement of each assignment. This contract may stipulate that the Consultant must possess General Liability Insurance, in accordance with the Alberta Insurance Act, in an amount not less than \$2 million inclusive per occurrence, Automobile Liability insurance on all vehicles owned, operated or licensed in the name of the Consultant in an amount not less than \$2 million, and Professional Liability insurance in amount of not less than \$1 million. These requirements may be changed at the discretion of the Department.

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- .2 In order to contract with the Department, Consultants must have a safety Certificate of Recognition from the Alberta Construction Safety Association or an approved equivalent.
  - .1 Firms are advised that a small employer Certificate of Recognition (for employers with less than 10 employees) is not considered acceptable.
  - .2 For firms who have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be considered acceptable.
  - .3 Firms that do not meet the requirements for Safety Certification may not be pre-qualified.
- .3 If submitting on a future procurement using an applicable service category, Consultants are expected to include the same key team members that are referenced in their pre-qualification submission. The Department will only accept any changes to key team members if the Consultant can satisfy the Department that the qualifications and relevant experience of the new staff meet or exceed that of the staff originally proposed in the pre-qualification Submission or updates made further to Article 19. If qualifications and relevant experience of the new staff are not deemed to meet or exceed that of staff originally proposed in the pre-qualification Submission or updates made further to Article 19, the Consultant may be disqualified from the procurement at the Department's sole discretion.

### **15. CONFLICT OF INTEREST**

- .1 Proponents must fully disclose, in writing to the Department, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to a future procurement. The Department shall review any submissions by Proponents under this provision and may reject any Submissions where, in the opinion of the Department, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to a future procurement.

### **16. LANGUAGE**

- .1 All Submissions, including attachments, presentation material, other information, resumes, reference letters, etc. must be submitted in English.

**17. SUBMISSION RETENTION**

- .1 Submission and accompanying documentation, upon receipt by the Department, will become the property of and will be retained by the Department.

**18. PRE-QUALIFICATION UPDATES**

- .1 The Consultant shall update their pre-qualification submission to reflect any changes including, but not limited to:
  - .1 Key personnel changes, including key Subconsultants;
  - .2 Company or corporate status changes;
  - .3 Loss of Certificate of Recognition;
  - .4 Change in APEGA Permit to Practice status.

Depending on the magnitude of the change, there may be a requirement for re-assessment of a firm's pre-qualification status.

- .5 Updated information can be provided to Alberta Transportation and Economic Corridors at any time. Updated information will be reviewed and evaluated by Alberta Transportation and Economic Corridors in accordance with the evaluation criteria. If changes to pre-qualification status result from the updated information, the Consultant will be notified.

**19. PRE-QUALIFICATION RENEWAL**

- .1 Every three years, the Department requires all pre-qualified firms to indicate their intention to renew their prequalification status. Failure to do so will result in forfeiture of prequalification status.
- .2 Consultants who have held active contracts with the Department within the three year period and have acceptable Past Performance scores will have their pre-qualification status renewed at the sole discretion of the Department. Additional information may be requested from the Consultant and the Consultant's qualifications may be re-assessed prior to a decision being made on renewal of pre-qualification status.
- .3 Consultants who have not held active contracts with the Department within the three year period or have Past Performance scores of 2.5 or less may be requested to re-submit a pre-qualification Submission.
- .4 Pre-qualified firms that have not performed at an acceptable level may be subject to sanction at the sole discretion of the Department.

**20. PRE-QUALIFICATION STATUS**

- .1 Pre-qualification status may be withdrawn by Alberta Transportation and Economic Corridors at any time due to unsatisfactory performance or significant change in the status of the Consultant (e.g. departure of key staff) or failure to maintain safety or other certifications.

**21. INQUIRIES**

- .1 Inquiries regarding this Request for Pre-Qualification must be e-mailed to the Submission address as shown on the cover page of this Request for Pre-Qualification.
- .2 When submitting inquiries, identify the Request for Pre-Qualification title in e-mail subject line.

**END OF SECTION**

## SECTION 3 - SUBMISSION REQUIREMENTS AND EVALUATION

### 1. INTENT

- .1 This Section specifies the format and content requirements for the information to be submitted.
  - .1 The Department may independently verify any or all of the information contained in the submission including, but not limited to, verification of experience.
  - .2 A submission may not be considered for further evaluation should the results of the verification not substantially match the information submitted by the Proponent at the sole discretion of the Department.
- .2 Organize the submission to clearly and succinctly present the required information.
- .3 The Department will receive submissions in electronic PDF format only.
- .4 The Proponent should complete and include as the first page of the pre-qualification submission the "Pre-qualification for Prime Consultants on Highway and Bridge Projects" form in Appendix A.
- .5 For each category of service, the Proponent must provide information in their submissions to demonstrate they are capable of managing projects of similar scope and size to those typically undertaken by Alberta Transportation and Economic Corridors. One submission may include multiple categories of interest. Each category of service will be evaluated and scored separately.
- .6 Submissions must receive a minimum evaluation score equal to 60% or more of the maximum achievable total score for all evaluation categories in order to be considered for pre-qualification. Scores less than 60% in an individual evaluation category may result in denial of pre-qualification.

### 2. CORPORATE PROFILE

- .1 Summarize your corporate profile and ability to deliver projects similar in scope and scale to typical projects in the pre-qualification category of interest. Provide other pertinent information regarding the Proponent's corporate team including, but not limited to, the knowledge and expertise of the team, the history of the company and its officers and management structure. Provide the following Corporate Information;



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- .1 Contact name, position, telephone number and e-mail address.
  - .2 Location, address, telephone number, and an e-mail address of any branch or regional office within and outside Alberta.
  - .3 Year Company was established.
  - .4 APEGA permit to practice number.
  - .5 Safety Certificate of Recognition (or TLC issued by ASCA or another certifying partner).
  - .6 Affiliated and sister companies.
  - .7 Corporate organizational chart including sister companies/affiliated organizations and showing the management structure for service categories.
  - .8 Number of full time professional engineers employed within and outside Alberta, for each service category of interest. A minimum of two Professional Engineers/Licensees with appropriate relevant experience is required in order to become pre-qualified.
  - .9 Number of full time technical staff employed within or outside Alberta for each service category of interest
  - .10 Office from which each staff is based.
- .2 A Proponent's use of sub-consultants versus in-house expertise to provide a full service to the Department will not be a factor in categorizing a firm provided that the Proponent demonstrates the ability to efficiently manage projects as "Prime Consultant".
- .3 If a Proponent is using a sub-consultant to fulfill a key role, the Subconsultant must acknowledge, in writing, that they are part of the Proponent's team and will remain part of the team on possible future procurements.
- Key Subconsultants are those that are essential in delivering the core components of the work (for highway and bridge projects this includes project management, engineering services, construction contract administration, including inspection services; for planning projects this includes traffic analysis, option generation and evaluation and right of way requirements, etc..)
- .4 Consultants looking to be pre-qualified as prime consultant in a service category may not include key team members from another pre-qualified Consultant in the same category.

**3. PROJECT TEAM**

- .1 Demonstrate that the Proponent has the capacity to manage and perform all consulting Services and produce all deliverables required for projects similar in scope and scale to relevant projects in the pre-qualification category of interest.
- .2 For Highway and Bridge Projects The Proponent's team should include, but not be limited to:
  - .1 Project Management Staff.
  - .2 Design Staff.
  - .3 Construction Project Management Staff.
  - .4 Construction Contract Administration and Inspection Staff.
  - .5 Explain how the team will work together efficiently and integrate with sub-consultants, especially if team members are in different offices or locations.
  - .6 Demonstrate the team's ability to deliver tasks that typically would make up the components of a project in the pre-qualification category of interest.
- .3 For Planning Projects The Proponent's team should include, but not be limited to:
  - .1 Project Management Staff.
  - .2 Planning Staff (includes geometric review/design, bridge review, and drainage).
  - .3 Technical Staff (includes communications, land appraisal, traffic analysis/forecasting and environmental)
  - .4 Explain how the team will work together efficiently and integrate with sub-consultants, especially if team members are in different offices or locations.
  - .5 Demonstrate the team's ability to deliver tasks that typically would make up the components of a project in the pre-qualification category of interest.
- .4 Identify for each key team member:
  - .1 Name and title.
  - .2 Anticipated role on project team.
- .5 For each proposed key team member attach a 2 page resume that includes education, experience (including the number of years of experience in the applicable category of service), and roles and responsibilities on recently completed projects. Include dates of projects.

**4. RELEVANT EXPERIENCE**

- .1 Identify three (3) projects completed within the last ten (10) years, for which the Proponent provided services as the Prime Consultant. Reference projects should be similar in scope and scale to relevant projects in the pre-qualification category of interest. Reference projects may be past projects for Alberta Transportation and Economic Corridors or for others. Provide the following details for each referenced project:
  - .1 Title, location and brief description of the project.
  - .2 Services provided by the Proponent as they relate to the pre-qualification category of interest.
  - .3 Name and services provided by any Sub-consultant.
  - .4 Key staff on the project and their roles and responsibilities. Current team members referenced in the Project Team section must form part of the relevant project teams.
  - .5 Start and completion dates of the project.
  - .6 Construction cost (if applicable) and Proponent's total professional fee of the project.
  - .7 Name and telephone number of owner representative.
  - .8 Name and telephone number of contractor representative.
- .2 Reference projects should demonstrate overall experience in delivering relevant services required in the pre-qualification category of interest.

**5. KNOWLEDGE & UNDERSTANDING**

- .1 Demonstrate:
  - .1 General understanding of overall work required.
  - .2 Knowledge of relevant Specifications, Guidelines, applicable legislation, and processes involved in carrying out the work.
  - .3 Understanding of any specific issues/challenges that may be encountered and solutions to resolve them.

**6. FINANCIAL INFORMATION**

- .1 Total professional fees for transportation-related consulting services over the last 1, 3 and 5 years.

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- .2 Proponent may be requested to supply additional information concerning financial capacity or stability.

**END OF SECTION**



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**SECTION 4 - SUBMISSION EVALUATION FORMS**

**SUBMISSION EVALUATION CRITERIA  
FOR INFORMATION ONLY**

*Do not submit this form with the Submission*

<b>HIGHWAY AND BRIDGE SUBMISSION QUALIFICATION REQUIREMENTS</b>	<b>Max. Score</b>
<b>1. Corporate Profile</b>	<b>/5</b>
<b>2. Project Team</b>	<b>/60</b>
.1 Overall Project Management Staff	/15
.2 Design Staff	/15
.3 Construction Project Management Staff	/15
.4 Construction Contract Administration and Inspection Staff	/15
<b>3. Relevant Experience</b>	<b>/25</b>
.1 Relevant Project #1	/5
.2 Relevant Project #2	/5
.3 Relevant Project #3	/5
.4 Overall Experience	/10
<b>4. Knowledge &amp; Understanding</b>	<b>/10</b>
<b>TOTAL SCORE:</b>	<b>100</b>

<b>PLANNING SUBMISSION QUALIFICATION REQUIREMENTS</b>	<b>Max. Score</b>
<b>1. Corporate Profile</b>	<b>/5</b>
<b>2. Project Team</b>	<b>/50</b>
.1 Overall Project Management Staff	/20
.2 Planning Staff (Geometric review/design, bridge review, drainage)	/15
.3 Technical Staff (Communications, land appraisal, traffic analysis/forecasting, environmental)	/15
<b>3. Relevant Experience</b>	<b>/35</b>
.1 Relevant Project #1	/10
.2 Relevant Project #2	/10
.3 Relevant Project #3	/10
.4 Overall Experience	/5
<b>4. Knowledge &amp; Understanding</b>	<b>/10</b>



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	<b>TOTAL SCORE: 100</b>
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**END OF SECTION**



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**APPENDICES**

APPENDIX A: PRE-QUALIFICATION FOR PRIME CONSULTANTS ON HIGHWAY, BRIDGE AND PLANNING PROJECTS FORM

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**PRE-QUALIFICATION FOR PRIME CONSULTANTS ON  
HIGHWAY AND BRIDGE PROJECTS**

**Name of Consulting Firm:**

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**Signed on behalf of Consultant by:**

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**Name and Title of Applicant:**

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***INDICATE THE PROJECT CATEGORY THE  
CONSULTANT IS INTERESTED IN PROVIDING  
SERVICES:***

<b>CATEGORY</b>	<b>INDICATION OF INTEREST</b>
Grading (incl. GBC, ACP)	
ACP (incl. GBC)	
Culverts & Standard Bridges	
Major Bridges	
Planning	